Town of Buckeye
Human Resources Department
JOB POSTING

096-06 POLICE SERGEANT

NUMBER OF VACANCIES: 1   **POSTING DATE:** September 13, 2006
DEPARTMENT: Police   **WORK LOCATION:** 110 N. Apache Rd.
PAY GRADE: 66 Non-Exempt   **SALARY RANGE**: $26.27 - $38.82 per hour
DAYS WORKED: Monday – Friday, may require weekends
HOURS WORKED: 8:00 am to 5:00 pm, work hours outside this schedule may be required
TYPE OF POSITION: Full-Time – Classified

POSITION CLOSES: Wednesday, September 27, 2006 at 5:00 pm

☐ **Internal Only**   ☒ **Internal / External**

GENERAL PURPOSE: Under general supervision, directs a Police Department unit's activities and staff; assures that Officers are ready and prepared for duty.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Supervises the daily activities of law enforcement staff; meets with officers to schedule shift assignments and coordinate special enforcement issues.
- Assures that officers are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned; monitors work, develops staff skills, and evaluates performance.
- Supervises Department programs including patrol, investigations, school resources, and special enforcement programs; reviews priorities and caseload, and regulates assignments.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate; assigns and manages assets assigned to incidents.

(Job posting continues on back and/or next page.)

- Maintains the integrity, professionalism, philosophies, attitudes, values and intentions of the Department by assuring that all rules and regulations are followed.
- Supervises interviewing of witnesses and complainants; the identification, collection and preservation of evidence; and the apprehension, interrogation and arrest of suspects.
- Responds as needed to calls for service; responds to complaints regarding law enforcement incidents, services and programs; investigates difficult cases.
- Testifies in court; responsible for the execution of court orders.
- Directs and reviews preparation of special reports and record keeping requirements; reviews, corrects and closes Police reports within scope of authority.
- Presents education and information through community and school awareness projects; counsels citizens on law enforcement activities, programs and referral resources.
- Assists other Police personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:
High School diploma or GED equivalent; Certified as a Police Officer by the State of Arizona, **AND** five (5) year's law enforcement experience.

Necessary Knowledge, Skills and Abilities:
- Knowledge of Police Department General Orders, policies and procedures.
- Knowledge of Town, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, procedures and protocols.
- Knowledge of law enforcement methods, practices, and procedures; including case laws governing arrest, rules of evidence, probable cause, and search and seizure.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of the geography, roads, and streets of Buckeye and surrounding areas.
- Knowledge of strategy and tactics for management and deployment of personnel and equipment in tactical and emergency situations.
- Knowledge of the principles and practices of criminal justice records management.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in effectively assessing, interpreting and applying criminal laws to information, evidence and other data compiled.
- Skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Skill in exercising controlled discretion in communicating with criminal suspects and mediating difficult situations.
- Skill in identifying, collecting and preserving crime scene evidence.
- Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record. Work schedules could include nights, weekends and holidays.

Physical Demands / Work Environment: Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

Reports To: Police Commander

Supervision Exercised: Police officers

FLSA Status: Non-exempt